

Group Member: (1) _____; (2) _____; (3) _____; (4) _____

Project Name: _____

EVALUATION RUBRIC: CONDUCTING A NEEDS ASSESSMENT

#	Task	Meets or Exceeds Standards	Does not Meet Standards
1	Explanation of needs assessment model chosen (2pts)		
2	Discrepancy-based needs assessment <i>Description of discrepancy and provided rationale for why organization will need to engage in the learning-training program.</i> OR Problem-Finding, Problem-Solving model <i>Explain the uncovered problem, presenting data and/or rationale that substantiates the existence of the problem.</i> OR Innovation Needs Assessment <i>Explain the new innovation and why your organization is attempting to introduce the new innovation.</i> (2pts)		
3	Identification of instructional training need (2pts) that will result for the adoption of the innovation, or solution to a problem, or closing the identified discrepancy. Validate the instructional or training need using data. Data can be either quantitative or qualitative. Consider looking at standardized test scores, student projects, anecdotes, journal entries, etc.		
4	Identification and description of non-instructional needs (2pts)		
5	Description of Learning Environment (8pts) 1. What are the characteristics of the teachers/trainers who will be using your instructional unit/materials? 2. Are there existing curricula into which their piece of instruction must fit? If so, what is the philosophy, strategy, or theory used in these materials? 3. What hardware is commonly available in the potential learning environment(s)? Are computer workstations available? If so, what kind, how many, and in what configurations and networks? What about slide or overhead projectors? What software and other materials are available? 4. What are the characteristics of the classes and facilities that will use the new instruction? 5. What are the characteristics of the school system in which the new instruction will take place? 6. What is the philosophy and what are the taboos of the larger community in which the organization or school system exists?		
6	Description of Learners (4pts) Identify the characteristics that will have an impact on the instructional or training of the learners.		
TOTAL			
Comments:			